

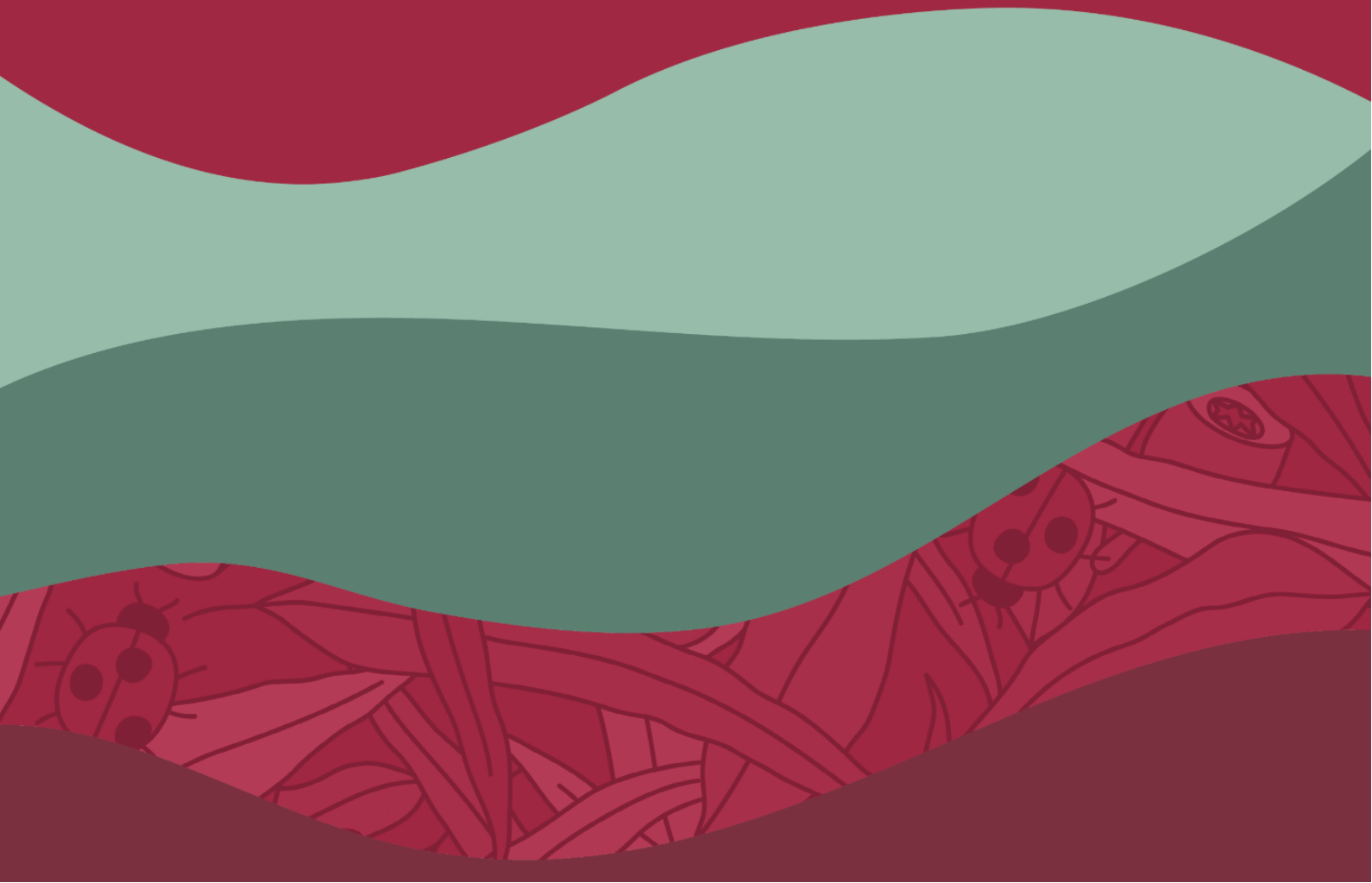


Wollert
Primary School

Enrolment

(Including Supported Inclusion School)

Policy





Enrolment Policy

BACKGROUND

Wollert Primary School is a Victorian Government's Supported Inclusion School (SIS).

SIS are schools with special entry criteria approved by the Minister for Education, which act as a designated neighbourhood school for all students and have a physical design and operational model that provides specialist education and additional support for students with disability and high needs.

By law in Victoria all children from the age of 6 up until they turn 17 years must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse. All schools must make reasonable adjustments to ensure a student with disability has the same learning opportunities as a student without disability. SIS aims to increase the opportunities for students with disabilities to attend a school closer to home, study alongside students from their neighbourhood and access specialist infrastructure and specialist teaching expertise, in circumstances where they could otherwise elect to attend a specialist setting.

Purpose

The purpose of this policy is to specify entry criteria for all students seeking enrolment at Wollert Primary School and the evidence required to support enrolment.

Scope

Wollert Primary School is registered as a mainstream school and acts as a designated neighbourhood school with a designated neighbourhood zone (DNZ).

This policy applies to:

- i. students seeking enrolment under the Mainstream Provision who reside within or outside the school's DNZ; and
- ii. students seeking enrolment under the Specialist Provision for students with a disability.

Eligibility Criteria

The following entry eligibility criteria have been specified and approved by the Regional Director, North Western Victoria Region (as the Minister's delegate), in accordance with section 2.2.16(b) of the *Education and Training Reform Act 2006* (Vic).

Mainstream Provision

Wollert Primary School acts as a designated neighbourhood school and as such has a designated neighbourhood zone (DNZ).

A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone. The



[Find My School website](#) provides guidance on which school zone a student's permanent residence is located within.

Students of school age who permanently reside within the school's DNZ are eligible to enrol at Wollert Primary School under the Mainstream Provision. In these circumstances, the Department's [Enrolment Policy](#) for designated neighbourhood schools applies.

Students are able to apply for a place at Wollert Primary School if they are outside the DNZ for the school. Students who seek enrolment in Wollert Primary School outside of the DNZ may be enrolled in the school if there is sufficient capacity at the school to accommodate all students who apply, or if the request for enrolment aligns with the school's enrolment management plan (if they have one).

See 'Priority Order of Placement' below for the enrolment selection process where there are insufficient places for all students who seek entry.

Specialist Provision

School aged students who reside permanently within the school zone are eligible to enrol at Wollert Primary School. All students who reside permanently within the school zone are guaranteed a place.

Students may also apply for a place at Wollert Primary School if they live outside the school zone. These students may be enrolled if there is sufficient accommodation at the school, or if the request for enrolment aligns with the school's enrolment management implementation plan (if one is in place).

Specialist enrolment criteria

The following specialist enrolment criteria have been specified and approved by the Regional Director, Wollert Primary School, North West Victoria Region (as the Minister's delegate), under section 2.2.16(b) of the *Education and Training Reform Act 2006* (Vic).

Students seeking priority enrolment under the specialist enrolment criteria must have a diagnosis for **intellectual disability** from a registered psychologist evidenced by:

- A. subaverage general intellectual functioning which is demonstrated by a full-scale score of two standard deviations or more below the mean score on a standardised individual test of general intelligence, for example a full-scale score of 70 or below on one of the recommended standardised individual tests of intelligence;

and



- B. significant deficits in adaptive behaviour established by a composite score of two standard deviations or more below the mean on an approved standardised test of adaptive behaviour, for example a Vineland Adaptive Behaviour Scales composite score of 70 or below;
- and
- C. a history and evidence of an ongoing problem with an expectation of continuation during the school years.

Applications from out-of-zone students with disability who do not meet the above criteria may be prioritised on a case-by-case basis by the region, in consultation with the principal, considering the student's education and support needs. Such applications can only be prioritised with approval from the Regional Director, North West] Victoria Region (or delegate). For more information, see [Enrolment in specialist schools](#).

PRIORITY ORDER OF PLACEMENT

All students for whom the school is considered to be the designated neighbourhood school and live within the DNZ are guaranteed a place.

Mainstream Provision

Students seeking enrolment under the Mainstream component who reside outside the DNZ will be considered in line with the Department's [Placement Policy](#) for designated neighbourhood schools.

This specifies that, in circumstances when Wollert Primary School may not be able to accept all applications due to existing or future building or staffing capacity concerns, schools must manage enrolment applications in accordance with the following priority order of placement:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who is attending the school at the same time.
3. Where the Regional Director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.

Specialist Provision

In the event that there is a larger number of applications than the number of places available under the Specialist Provision, Wollert Primary School will limit enrolments accepted under the Specialist Provision criteria to meet the designated capacity of 50 places in the Specialist Provision. The number of available places has been determined in proportion to the school's design and capacity and will be reviewed as needed.



In addition, in the first few years of operation, enrolment places in the Specialist Provision are limited to 10 percent of the overall enrolments to ensure the school's design and capacity can continue to meet the needs of the school's total population.

Students residing in the DNZ who meet the eligibility criteria for the Specialist Provision will count towards the total number of places available in the specialist capacity.

Any remaining places in the Specialist Provision will be available for students with disability from outside the DNZ who meet the eligibility criteria.

Where there are insufficient places at the school for all students who seek entry in the Specialist Provision, students who meet the eligibility criteria will be enrolled according to the following priority order of placement:

1. Students with a sibling at the same permanent address who are attending the school at the same time.
2. Students who reside nearest to the school.

Under both the Mainstream and Specialist Provision, schools must ensure that all applicants eligible under the first criterion have been offered a place before moving to consideration of the second criterion.

Enrolment on compassionate grounds

In exceptional circumstances, a student may be enrolled in Wollert Primary School based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement.

EVIDENCE REQUIREMENTS

Where demand exceeds places available for either or both Mainstream entry and Specialist Provision priority entry, we may ask for any or all of the following documentation to support the enrolment application and our assessment against the priority order of placement:

1. Rental agreements or unconditional contracts of sale, plus
2. A copy of two of the following:
 - electoral enrolment confirmation
 - council rates notices
 - other official documentation that demonstrates permanent residency

Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

NOTE: Enrolment applications may not be successful if the requested documentation is not provided.



To support a student's application for enrolment under the Specialist Provision, the following evidence should be provided:

1. A signed psychologist report from within the last 24 months reporting the results of an IQ test and assessment of adaptive behaviour if the primary disability is intellectual disability; or
2. A statement from a paediatrician (or other medical specialist) if the student has profound disabilities including intellectual disability.

If a student does not have a current assessment, the school may refer the student to Assessments Australia to enable the assessment to be completed.

Verification of supporting documentation

When assessing enrolment applications under both the Mainstream and Specialist Provision, Wollert Primary School may make the following enquiries to verify the information provided:

- a) Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office;
- b) Checking with a real estate agent to confirm a rental address;
- c) Checking whether the contact phone number provided is registered to the residence provided on the enrolment form;
- d) For a rental property which is a studio apartment or a one-bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment; or
- e) For applications relying on school or university certificates, checking with the relevant school/university for confirmation of enrolment.

The enrolment application may be unsuccessful if, after reasonable enquiries, the Principal is unable to verify that the evidence provided is genuine and valid. Applicants may then seek to appeal the decision according to the Appeal process outlined below.

APPEAL PROCESS

Parents/carers are able to appeal against Wollert Primary School's decision not to provide a placement. This can occur in relation to placements at Prep or other year levels and the following process applies:

1. Appeal to the school's placement committee and/or Principal

Appeals are to be made in writing and lodged with the Principal.

The school's decision will be communicated to the parent/carer in writing. In assessing the appeal, the school will check to ensure compliance with the priority order of placement, and the processes for verifying permanent address, as appropriate.



2. Appeal to the Regional Director, North Western Victoria Region

If the appeal at the school level is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they are able to escalate this by lodging an appeal in writing to:

Regional Director, North Western Victoria Region
Locked Bag 2001, Coburg, VIC 3058

Schools will assess and make a determination for appeals on compassionate grounds on a case-by-case basis.

EVALUATION AND REVIEW

Policy last reviewed	August 2023
Approved by	Principal (Kaylene Kubeil on behalf of Leanne Tingwell)
Next scheduled review date	August 2026